

# APPROVED

February 1, 2005

## Michigan State Administrative Board

Lansing, Michigan

January 18, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7<sup>th</sup> Floor, Mason Building, on Tuesday, January 18, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor  
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General  
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Wayne Roe, Jr., Administrator, Contract Services Division, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Sergio Paneque, Executive Division; Sherry Bond, Sean Carlson, Pat Mullen, Janet Rouse, Department of Management and Budget; Rick Dolan, Pam Lavender, Department of Transportation

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved to approve the minutes of the State Administrative Board for the regular meeting of December 21, 2004. The motion was supported by Mr. Pavona and unanimously adopted.

### 3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

**Retention and Disposal Schedule(s):**

CHARTER TOWNSHIP OF BLACKMAN, JACKSON, MICHIGAN,  
Clerk/Supervisor, 11/18/2004

COUNTY OF MARQUETTE, County Administrator's Office, 10/27/2004

COUNTY OF WASHTENAW, Finance Department/Accounting Division,  
7/1/2004

GENERAL SCHEDULE # 17, Michigan Public Libraries, 12/9/2004

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES, Director's Office,  
11/3/2004

Mr. Pavona moved to approve the Retention and Disposal Schedules. The motion was supported by Ms. Wolenberg and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of January 11, 2005, and the special meeting of January 18, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held January 11, 2005, and the special meeting held January 18, 2005, be approved and adopted with the withdrawal of Item 22(2) of the regular agenda of January 11, 2005, at the State Administrative Board meeting of January 18, 2005. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of January 12, 2005. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held January 12, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of January 12, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held January 12, 2005 be approved and adopted. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Ms. Rossi moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON